



City of Friendswood

Assistant Information Services Supervisor

The City of Friendswood Police Department is currently accepting applications for an Assistant Information Services. The base salary for this position is \$50,378 to \$62,067 annually, DOQ. This position will assist in the supervision of the Communications Unit assigned to provide critical telecommunications support to Police, Fire and Emergency Medical Service units, Animal Control officers, after hours utilities services and general municipal information activity for appropriate agencies. This position will also assist in the supervision of the Records Unit assigned to perform complex specialized record keeping and requests. The candidate will assist the Public Safety Information Services Supervisor by participating in organizational, budgetary, and operational planning; developing and directing programs to the City government in the area of Public Safety Communications; directing and supervising the 24 hour performance of the Communications Unit assigned to provide critical telecommunications support as well as the Records Unit.

Work Performed: Maintains and/or records statistical reporting data; provides support for tasks including purchasing, correspondence, and preparation of lengthy departmental reports or manuals. Organizes and prepares such monthly or annual reports of departmental activities as may be required for dissemination to other department users, City staff, State agencies and the community. Coordinates and schedules the work of personnel to the needs of the Communications and Records Units. Reviews and analyzes the work product of personnel for accuracy, timeliness, completeness and adherence to policy and procedures. Conducts performance appraisals of personnel; recommends payroll adjustment as needed and prepares the biweekly payroll for Communications and Records Units.

Education and Experience: High School Diploma or G.E.D.; Technical training in the maintenance and operations of Police systems and databases. Five to seven years of increasingly responsible experience in data processing with CAD software, system analysis work and system maintenance or similar experience if in the civilian sector. Seven to ten years of experience in Telecommunications functions, preferably with the Friendswood Police Department or other agency using OSSI/Superior law enforcement systems. Leadership ability with the aptitude to make sound decisions in a manner consistent with the essential job functions. This position will remain open until filled. The City of Friendswood is EOE/ADA and participates in E-Verify.

**Apply at City Hall
910 S. Friendswood Drive
Friendswood, Texas 77546
Fax: 281-482-6491
Or online at:**

<https://cifriendswoodtx.applicantpro.com/jobs/>